



**ALBERTVILLE CITY COUNCIL
JANUARY 18, 2011
WORKSHOP NOTES**

ALBERTVILLE CITY HALL

7:40 PM

PRESENT: Mayor Mark Meehan, Council members Jillian Schommer, Dan Wagner, John Vetsch, and Larry Sorensen

OTHER MEMBERS PRESENT: City Administrator Larry Kruse, City Attorney Mike Couri, City Planner Alan Brixius, City Engineer Adam Nafstad, Finance Director Tina Lannes, City Clerk Bridget Miller, Building Official Jon Sutherland, Public Works Supervisor Tim Guimont, and Utilities Department Superintendent John Middendorf

Brief overview of goal setting by City Administrator Larry Kruse

Mayor Meehan called the workshop to order. City Administrator Larry Kruse started the workshop by saying the purpose of the workshop was to get direction from the Council on how they want to go about a strategic planning process setting 2011 goals.

Kruse said goal setting can be as simple as the Council hosting a discussion amongst themselves or can involve commissions, committees, and residents. Kruse introduced Peter Leatherman of Decision Resources, Inc. to give a brief overview and estimated cost to complete a community survey and City Planner Brixius reviewed a proposal to update the 1996 Comprehensive Plan. Both the community survey and the Comprehensive Plan update projects can be valuable tools in setting long term goals.

Peter Leatherman of Decision Resources, Inc. shared a sample community survey proposal. Phone interviews would take approximately 25 minutes per call with a typical survey having between 100 and 130 questions. A 400 phone call survey would give 4% accuracy and a 300 phone call survey 6% accuracy. Typically, the response rate goal is approximately 95%. Surveyors make appointments at times convenient for residents. The cost of a survey is \$10,000 to \$20,000 depending on the number of questions and number of phone calls desired.

The Council discussed the accuracy of the results when many residents have veered away from 'land-lines' and use cell phones with multiple prefixes. Mr. Leatherman acknowledged that homeowners have done away with 'land-lines'; therefore, the company would randomly search for phone numbers with an area code of 763. Council member Vetsch question Leatherman at length about the accuracy of a survey, and that the results could be skewed.

City Planner Brixius presented the Council with a proposal to update the 1996 Comprehensive Plan. Brixius stated the Zoning District map was updated in 2007-2008 and Bolton & Menk, Inc. had a plethora of transportation and infrastructure maps and material, which can all be used to keep the update of the Comprehensive Plan cost low. Brixius emphasized that updating the Comprehensive Plan would be beneficial in re-evaluating the land that has not yet been developed, and possible opportunities for redevelopment. Brixius outlined the public input and tactical interview process and schedule. Typically, a Comprehensive Plan update can take 10 months; however, a more compressed schedule and focused process could yield savings.

City Planner Brixius reviewed the modified scope of the \$11,766 Live Wright Grant the City received. Brixius stated this inventory and public information process will complement the Comprehensive Plan update and the setting of Council goals related to sidewalks, trails, and park connections. Brixius reported the deadline to complete the Live Wright Grant is June 2011 and staff has already begun working on it.

Other issues Kruse briefly reviewed included the STMA Arena expansion, Lodging Tax, Prairie Run Development Housing initiative, and Economic Development – Initiate Industrial Business Retention Survey. Kruse noted these are a few topics staff thought would be good areas for more in-depth discussion between the Council and staff.

Scott Berning spoke about the need for a second sheet of ice detailing that Youth Hockey parents are traveling to Buffalo, Monticello, Rogers, Princeton, and Elk River for secure ice time. He encouraged the City to pursue a second sheet of ice.

John Darkenwald spoke in favor of the I-94 Project saying it is imperative this project go forward.

Review of current goals

City Administrator Kruse reviewed 2010 goals and said that unless re-directed staff would continue with the following as priorities: Make good service to residents job one!; Complete I-94 (Phase I); Seek continuum of care living facility; Increase utility e-bill and e-pay participation; Negotiate sewer plant re-permitting - .06 Phosphorous; Settle Prairie Run Development issues; Host a Spring Town Hall meeting; Complete Towne Lakes Trail segmen; Complete construction of Kalland Avenue NE sidewalk; develop 5 years storm water maintenance plan; complete infrastructure (streets, sidewalks, water, and sewer) inventory and develop maintenance 5-year plan; Implement single-sort recycling and expand to small business; Implement electric franchise program and be frugal and progressive.

Kruse asked the Council if they saw or heard anything that they did not agree with or would want changed. The Council agreed with the current priorities.

The Council concluded by saying they needed more time to think about what goal setting process they want to pursue and to think more about the investment in the community survey and Comprehensive Plan update. The Council requested staff schedule another workshop following the February 7th regular Council meeting.

Council member Sorensen wanted to look at the pros and cons at the potential of hiring a part-time or full-time Fire Chief for Albertville.

ADJOURNMENT

CMs Wagner/Sorensen **motioned** to adjourn the Tuesday, January 18, 2011 workshop session at 9:30 p.m. Motion carried unanimously.

Larry Kruse, City Administrator/Recorder